



State of Louisiana
DIVISION OF ADMINISTRATION

Control No _____

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

August 18, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-05

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Quarterly Unpaid Balance Report

Attached are the OSUP Unpaid Balance Reports for the quarter ending June 30, 1999. These reports should be used to report all unpaid balances in vendor codes with balances other than zero. Balances in the 6315 account for vendor codes SAB and MSZ are excluded from this provision. When reporting, balances should be identified by **employee name, the original date of occurrence, and the reason for the unpaid balance.**

The attached Agency Requested and Monthly Consolidated Reports reflect vendor activity through July 31, 1999. The Biweekly Consolidated Report reflects activity through June 30, 1999. The analysis of the unpaid balances should be reported on the agency Quarterly Unpaid Balance Report (form UPR/F16). The UPR/F16 must be forwarded to this office with a letter of transmittal signed by the authorized Section/Agency Head by **October 4, 1999**.

Agencies are urged to resolve unpaid balances on a timely basis to ensure timely refunds and/or ensure the timely collection of funds owed to the agency (e.g., obtain tax refunds, reimbursements from vendors/employees). Agencies that do not report correctly and/or timely, will be required to have an agency representative attend the next scheduled "Payroll Liabilities Class" offered by OSUP. Detailed instructions on the reporting of unpaid balances and the consequences of not reporting can be found in Section 3.15 of the OSUP Standard Accounting Procedures Manual (SAPM).

Any questions not addressed clearly in the SAPM or in this memorandum should be directed to a member of the User Services Unit at (225):

Karen Antoine 342-5354
Lawanna Green 342-5345
Paula Rotolo 342-5357

Debbie Causey 342-5950
Stacey Guilbeau 342-5377

RSM:PAR:mmh

Attachments